## Change of Name

Please write clearly to avoid any delays in processing your request.

<table>
<thead>
<tr>
<th>Current Name as it appears in LOUIE:</th>
<th>Student ID #:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Phone #:</th>
<th>Email:</th>
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</tbody>
</table>

### Check each box that applies:

- [ ] Employee (Including Student workers)
- [ ] Undergraduate Student
- [ ] Graduate Student
- [ ] New Incoming Student
- [ ] Currently Enrolled
- [ ] Applied for Graduation
- [ ] Previously Enrolled
- [ ] Dates Attended: __________________
- [ ] PRC: ________

I would like to:

- [ ] **Change my Primary Name:**
  - If you are currently or have been an employee (including student workers) within the last calendar year, you **MUST** contact Human Resources to make changes to your Primary Name.
  - If you HAVE NOT been an employee within the last calendar year, you must attach a copy of your birth certificate, a driver’s license, a passport, visa, social security card, marriage license, divorce decree, a court order for a legal name change, or US tax ID card showing your legal name.

  **My Primary Name should read as:**

  - First: ___________________ Middle: ___________________ Last: ___________________

- [ ] **Change my Preferred Name:**
  - Current students can indicate a “preferred” (or chosen) first name, which is a name the student wishes to be commonly known as, if different from the student’s legal first name. As long as the use of the preferred first and/or middle name is not for the purpose of misrepresentation, it will appear instead of the person’s legal name on **Class Rosters, Grade Rosters, Course Management System (Blackboard), and the Online Directory.** The student's legal name will remain unchanged in all other university related systems where the use of the legal name is required by university business or legal need.

  **My Preferred Name should read as:**

  - First: ___________________ Middle: ___________________ Last: ___________________

- [ ] **Change my Degree Name (this is what will appear on your diploma):**
  - Your Degree Name must be your legal name or a derivative of your legal name. To make changes, you must attach a copy of one of the following: birth certificate, a driver’s license, a passport, visa, social security card, marriage license, divorce decree, a court order for a legal name change, or US tax ID card showing your legal name.

  **My Degree Name should read as:**

  - First: ___________________ Middle: ___________________ Last: ___________________

Submit this completed form and supporting documentation directly to the Registrar’s Office for processing.

**If documentation is not legible, we cannot process your request.**

Student Signature: ___________________________ Date: ___________________________

Processed By: ___________________________ Date: ___________________________ Revised 11/20/15